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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 23 August 1956

FROM : Director of Security

SUBJECT: Records Management

1. We appreciate your report of 10 August 1956 on various elements of the records management program in our Office. Members of your staff have been most helpful to us in analyzing needs and suggesting methods of improvement. Unfortunately, present work loads have not permitted us to spend as much time on this program as might be desirable.

2. We would be glad to follow your suggestion of talking to your Mr. [REDACTED]. It would probably be best for him to meet with my Executive Officer, Mr. [REDACTED] (extension 3936), 25X1A9a and Mr. [REDACTED] of my administrative office. A meeting will be arranged upon receipt of a call from your office.

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Sheffield Edwards